

## Important Questions and Considerations Regarding Grants

### Pre-Application

How will you identify the problem or innovation that requires external funding? What data source(s) suggests there is a need not being addressed with current level of funding?

Is the proposed project within your agency's strategic plan or mission?

If the proposed project results in success, is your agency willing to support the project after external funding is exhausted?

Does the project being proposed contribute to the funding agency's mission?

Who are the relevant stakeholders, and what will be the extent of their involvement in the project?

Does the proposed project represent an innovation? How does it contribute to our understanding in a given discipline?

Allow ample time to conduct a quality literature search and gather data.

### Application

If you have questions about the Request for Proposal, it is important to contact the funding agency's program officer for clarification prior to submission.

Answer questions in the order that they are presented in the RFP, and carefully follow all directions. Failure to follow directions and answer all questions can result in a reduced score.

Avoid technical jargon and excessive use of acronyms. Remember that review panels are composed of diverse individuals with varying levels of expertise.

Keep the reviewers in mind as you write, and remember they will be reading numerous proposals. Be positive, enthusiastic, and interesting.

Make sure the narrative and budget are compatible. Don't add items to the budget as an afterthought.

The finished grant application should look as though it is publishable material.

### The Interim and Post-Award Period

It is important to remember that the grant review process is technical and detailed. You may wait as few as six weeks or as long as year prior to notification.

Before signing the Notice of Grant Award (NGA), make sure you agree to any modifications/additions that are being requested by the funding agency.

Do not begin grant activities until you receive official funding notification in writing. You will not be permitted to charge activities pre-notification to the grant.

Submit all financial and progress reports to the funding agency on time and in the format required.

Maintain regular dialogue with your assigned program officer. Don't be hesitant to share obstacles encountered with the project. Part of their role is to help develop solutions to problems that arise. The funding agency is counting on you to be successful.